

Request for Information (“RFI”) for Tenant Representation Services

The Firemen’s Annuity & Benefit Fund of Chicago (the “FABF”) is seeking information from licensed commercial real estate brokerage firms (“Respondent(s)” or “Firm(s)”) regarding Commercial Real Estate Services, specifically Tenant Representation, to assist the FABF in the leasing of its office space.

The FABF is a statutorily created public pension plan administered pursuant to Article VI of the Illinois Pension Code. 40 ILCS 5/6-1 *et seq.* The FABF has 15 fulltime staff members and is governed by an eight-member Board of Trustees (the “Board”). The FABF’s current lease is located at 20 S. Clark St, Suite 1400, Chicago, IL 60603, covers 7,829 rsf and expires on March 31, 2020. The FABF office is utilized for staff workspaces, staff meetings, public Board meetings, seminars and FABF participant counseling.

The FABF seeks a qualified, licensed commercial real estate broker that provides an approach combining data analytics, institutional and cultural knowledge needs, and local market knowledge to assist the FABF in seeking an appropriate commercial space for its administrative and member services office. The FABF anticipates requiring approximately 8,000 rsf in its next lease term. The FABF requires a central location within the City of Chicago, with close proximity to public transportation and public parking. The selected Firm will research all appropriate options, including but not limited to, renegotiating the existing lease and identifying and evaluating the opportunities to relocate and lease a new office space within the Chicago market.

If interested, please provide a detailed response to the questions below, execute where indicated below and please email your response to info@fabf.org no later than **5:00 p.m. (CST) on August 24, 2017**. False, incomplete, or unresponsive statements in connection with a Firm’s proposal may be sufficient cause for its rejection by the FABF. The FABF reserves the right to request additional information from any Firm responding to this RFI. Upon request the FABF will provide a copy of its current lease, which may be redacted in part due to any confidential information.

Upon receipt of the written responses, the finalists may be invited to make a presentation before the Board.

Proposal Requirements

Executive Summary

Include an Executive Summary of no more than two pages that outlines the key components of the Firm’s presentation, the Firm’s understanding of the work requested, the required time period, and a statement why the Firm believes it is best qualified to perform the engagement.

Firm Overview

1. Provide background information on the Firm that you deem relevant or noteworthy. In particular:
 - a. Provide background on the Firm's presence in the downtown Chicago market.

Services

2. Provide a projected time to include potential current lease negotiation and new space lease negotiation to move in date.
3. Provide information regarding the Firm's role in strategic planning, financial evaluation and analysis, market research and analytics, and project management.

Project Team

4. Provide an organization chart of the proposed team, primary point of contact, the role and responsibilities of the team members.

Market and Building

5. What is the Firm's perspective on the Chicago Market with respect to the FABF's lease expiration and potential options?
6. What is the Firm's experience with the FABF's current landlord or current building?

Relevant Experience

7. Describe the Firm's Chicago Market tenant representation experience for similar assignments, specifically public-sector assignments?
8. Please provide three references who are clients for whom the Firm has performed work similar to that requested in this RFI. Include the reference name, title, company, address, telephone number, and a description of the services provided.

Conflicts of Interest & Due Diligence

9. Please list any potential conflicts of interest the Firm may encounter if asked to represent the FABF in negotiations of a lease renewal or new lease in the Chicago market.
10. Has the Firm ever been involved in a lawsuit, regulatory proceeding or investigation in the last ten (10) years involving any services provided by the Firm?

Compensation

11. Describe the Firm's compensation structure for the proposed services and what entity will compensate the Firm for services rendered on behalf of the FABF. State any special considerations with respect to billing or payment of fees and expenses that the Firm offers and that you believe would differentiate the Firm from other proposals and make the Firm's services more cost effective to the FABF.
12. Please include your basic form agreement for tenant representation services.

Minimum Qualifications

Proposals must demonstrate that the Broker(s) meets the following minimum qualifications to be eligible for consideration for this project:

1. The firm, organization or company must be a licensed real estate broker in the state of Illinois. The Firm's managing principal ("Lead Broker") and other key real estate professional(s) assigned to the contract with the FABF must be licensed real estate brokers in the state of Illinois.
2. The Lead Broker assigned to the contract with the FABF must have a minimum of ten (10) years' experience and a proven track record of providing commercial real estate brokerage transactional services involving large scale commercial properties for governmental and/or corporate clients.

Disclosure

This request for information does not constitute an offer and should not be considered a contract with the FABF. Acceptance of a response from a Firm does not commit the FABF to award a contract to any Firm, even if the Firm satisfied all the requirements stated in this RFI. The term of any future engagement will be governed by the negotiated contract or agreement with the FABF. The FABF may, in its sole discretion terminate that contract at any time during that term. The Firm's response to this RFI is to be prepared at the Firm's sole cost and expense. The proposal that a Firm submits will be subject to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) ("FOIA"). FOIA provides generally that all records in the custody or possession of a public body are presumed to be open to inspection or copying. The FABF will determine, in its sole discretion, whether the materials prepared in connection with this RFI are subject to public disclosure pursuant to FOIA. By submitting its proposal to this RFI, the Firm agrees to indemnify, save, and hold the FABF harmless from and against any and all claims arising from or relating to FABF's complete or partial disclosure of the Firm's proposal if the FABF determines, in its sole discretion, that such disclosure is required by law.

COMPANY NAME:

AUTHORIZED SIGNATORY:

PRINT NAME:

DATE:

